CAPPS Financials — User Group Meeting Minutes
Thursday, Aug. 26, 2021
9–11 a.m.
(Webinar Only)

I. **Welcome (Anthony Martin)**

- User Group meeting materials are posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
  - Tammy Ross provided upcoming Financials Training course information. Financials courses are available through virtual hands-on training courses. The courses are posted on the CAPPS training website. 3-day courses are offered, the daily duration is half a day and not a full 8-hour day. The courses are good for a refresher and for new employees. Once registered, users are contacted by the CAPPS training team and provided a link.

II. **Production Update: Financials Support Requests (SRs) (Anthony Martin)**

- **SR Summary and Trend Report**
  - Reviewed the CAPPS Financials Summary and Trend Report 08/26/2021 document.
    - In July, there were 52 high priority status tickets and 294 active SRs.
    - As shown on the trend chart, there were 411 SRs opened and 419 closed in July.
    - There were 43 HX recycle tickets opened. User preference tickets contributed to the increase in tickets submitted in July.

- **Governance Approved Enhancements**
  - Reviewed the CAPPS Financials Governance Approved SRs 08/26/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 17664 is for the General Ledger module and modifies the tables to ignore the USAS "J" and "D" document transactions, thereby eliminating the journal issues the process previously caused. This SR is in *User Acceptance Testing* and is slated to move to Production this week.

- **Required Maintenance**
  - Reviewed the CAPPS Financials Required Maintenance 08/26/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 23097 is in *User Acceptance Testing*. The solution is to provide the mass change options for the *USAS Archive IN Browser*. Production is slated for this week.
    - SR 20309 removes the **delete** button functionality from the *Hx Recycle Browser*. This does not have a negative impact for agency users and there is an option to archive and un-archive transactions. This ticket is *Pending Production Migration*.

III. **Upcoming Vote: SRs Submitted to Governance (CAPPS Financials Team)**

- Reviewed the CAPPS Financials SRs Submitted to Governance 08/26/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
  - SR 25133 is for the *Purchasing* module that and adds a purchase order status of "open" and "pending approval" to check only criteria that allows a pre-check of budgets. This configuration is global, meaning it affects all agencies under this module.
  - SR 24189 is an enhancement that allows agencies the ability to review budget journal entries at the budget journal line description level for commitment control workflow approval to provide additional information during the approval process.
    - The budget journal line description provides the approver more insight than the header description that is currently displayed.

- Add the LINE_DESCR field as a display item for a column selection that is available through the *Grid Action* menu.
- SR 22804 is an enhancement related to the auto-populating of the *HX Recycle Browser* page from the data on the *USAS IN Browser* page.
  - Select the **Auto-populate** button on the *HX Recycle Browser* page, this populates the reference document number, the reference document suffix, the multi-purpose code (MPC) and the USAS document date fields. Once those fields are populated, the page is saved.
  - If there is an error, a message displays stating that the auto-populate was not successful for some (or all) of the *HX Recycle* transactions. This error is due to a match not able to be made with the *IN Browser* transactions. Review each individual *HX Recycle* line and possibly make manual updates.
  - Added **Save Edits** options to the MPC field. This is useful when the field is not in the correct format.
  - After selecting the **Save** button, a message displays for the MPC that requires a manual update for the correct format. Once the field is updated properly, the page can be saved again.
  - Added the Functional Design Document (FDD) to the SR that has additional information detailed.

IV. **Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)**
- Reviewed the CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 08/26/2021 document.
- Soft go-live on Aug. 09 was successful and the agencies are having no issues.
- Implementation is Sept. 01, 2021, and post-production support continues for sixty days.
- Key items:
  - Project is now at 98% completion.
  - Fiscal 2022 kickoff will be held on Sept. 8, 2021.

V. **Upcoming Meetings**
- Thursday, Sept. 30, 2021.